United Nations ST/SGB/2005/7

Secretariat

13 April 2005

Secretary-General's bulletin

Designation of staff members performing significant functions in the management of financial, human and physical resources

The Secretary-General, for the purpose of establishing procedures to be followed by departments, offices and regional commissions of the United Nations with regard to the designation of staff members performing significant functions in the management of financial, human and physical resources, promulgates the following:

Section 1
Purpose and scope

1.1 The purpose of the present bulletin is to define the authority and role of the Department of Management and, within that Department, of the Office of Programme Planning, Budget and Accounts, the Office of Human Resources Management and the Office of Central Support Services, with regard to staff members performing significant functions in the management of financial, human and physical resources.

1.2 The present bulletin shall apply in conjunction with the Financial Regulations and Rules of the United Nations, the Staff Regulations and Rules and related policies and procedures.

1.3 In this regard, the present bulletin aims at achieving a proper balance between delegation of authority in financial, human and physical resources management and central control and coordination.

Section 2
General provision

2.1 Under the provisions of the present bulletin, the Under-Secretary-General for Management is entrusted with the authority to designate staff members performing significant functions in the management of financial, human and physical resources, wherever they may be assigned in the United Nations.

2.2 The Under-Secretary-General for Management in turn relies upon the Controller and Assistant Secretary-General for Programme Planning, Budget and Accounts, the Assistant Secretary-General for Human Resources Management and the Assistant Secretary-General for Central Support Services for the designation of

05-30752 (E) 190405

staff members performing significant functions in their respective areas of responsibility.

Section 3
Responsibility and accountability

3.1 In the performance of functions related to the management of financial, human and physical resources, staff members designated under the provisions of this bulletin are accountable to the officials who designate them, as well as to the head of their respective department or office.

3.2 In designating staff members performing significant functions in financial, human and physical resources management, the officials responsible for the designation must ensure that the staff members selected have the requisite qualifications and experience to carry out the functions assigned to them and to provide consistency in the application of the Organization's regulations, rules, policies and procedures.

Section 4
Designation of executive officers, chiefs of administration and chief administrative officers

4.1 Proposals for the designation of departmental executive officers or equivalent functions, chiefs of administration (offices away from Headquarters) and chief administrative officers (missions) shall be addressed to the Under-Secretary-General for Management, who will proceed with the necessary consultations with the Controller and Assistant Secretary-General for Programme Planning, Budget and Accounts, the Assistant Secretary-General for Human Resources Management and the Assistant Secretary-General for Central Support Services in their respective area of responsibility.

4.2 Following the review by the three Assistant Secretaries-General, the Under-Secretary-General for Management will finalize the designation of the above-mentioned staff.

Section 5
Designation of staff members performing financial management functions

The following proposals shall be addressed for final approval to the Controller, Assistant Secretary-General for Programme Planning, Budget and Accounts:

(a) Designation of all professional officers, irrespective of level, whose functions involve financial duties, whether in whole or in part;

(b) Designation of all certifying officers, approving officers and bank signatories, except where the authority to designate has been expressly delegated.

Section 6
Designation of staff members performing human resources management functions

Proposals for designation of chiefs of personnel, chiefs of recruitment and personnel administration and all professional officers with significant

responsibilities for personnel administration shall be addressed for final approval to the Assistant Secretary-General for Human Resources Management.

Section 7
Designation of staff members performing physical resources management functions

Proposals for designation of chiefs of general services, chief procurement officers and chiefs of telecommunications and computer operations shall be addressed for final approval to the Assistant Secretary-General for Central Support Services.

Section 8
Designation of officers-in-charge performing significant functions in financial, human and physical resources management

The provisions of the present bulletin shall also apply to individuals designated as officers-in-charge for a period exceeding one month to perform the functions detailed in sections 4, 5, 6 and 7.

Section 9
Final provisions

9.1 The present bulletin shall enter into force on 15 April 2005.

9.2 The Secretary-General's bulletin of 30 April 1991 entitled "Designation of staff members performing significant functions in financial management, personnel management and general services administration" (ST/SGB/213/Rev.1) is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

United Nations ST/SGB/2005/8

Secretariat

13 April 2005

Secretary-General's bulletin

Organization of the Department of Management

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11, as well as for the purpose of streamlining the organizational structure of the Department of Management, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11.

Section 2
Functions and organization

2.1 The Department of Management formulates policies and procedures and provides strategic guidance, direction and support to all entities of the Secretariat, including the offices away from Headquarters, in three broad management areas, namely, finance and budget, human resources, and physical resources (support operations and services). The specific functions and organization of the Offices of Programme Planning, Budget and Accounts, Human Resources Management and Central Support Services are described in separate Secretary-General's bulletins.

2.2 The present bulletin sets out the structure of the Office of the Under-Secretary-General for Management and describes the functional linkage and supervision of the work relating to the capital master plan (see A/57/285 and Corr.1 and General Assembly resolution 57/292 of 20 December 2002).

2.3 The Department is headed by the Under-Secretary-General for Management, who is supported by the Executive Management Group, comprising the Assistant Secretaries-General of the three offices mentioned in section 2.1, the Executive Director for the Capital Master Plan and the Director of the Office of the Under-Secretary-General for Management.

2.4 The Under-Secretary-General, the Assistant Secretaries-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their

05-31043 (E) 190405

positions, as set out in Secretary-General's bulletin ST/SGB/1997/5, as amended by ST/SGB/2002/11.

Section 3
Under-Secretary-General for Management

3.1 The Under-Secretary-General for Management is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for the formulation of the Organization's management policies and has overall responsibility for the management of the financial, human and physical resources of the Organization. He or she also directs and manages the activities of the Department of Management, in accordance with the Secretary-General's delegation of authority, including as set out in the Financial Regulations and Rules of the United Nations.

3.3 The Under-Secretary-General formulates policies and provides policy guidance, coordination and direction for the preparation and review of the proposed strategic framework and the biennial budget and provides policy guidance, coordination and direction on management reform issues to programme managers of the Secretariat.

3.4 The Under-Secretary-General represents or ensures the representation of the Secretary-General on management matters in relation to governing bodies, agencies in the common system and administrative advisory bodies and monitors emerging management issues throughout the Secretariat by interacting with the executive committees.

3.5 The Under-Secretary-General is responsible for the overall supervision of the internal system for the administration of justice.

3.6 The Under-Secretary-General is responsible for providing strategic and management direction and coordinating relations with the host country relating to management and facilities issues. He or she also has overall responsibility for the management of facilities and the assignment of office space in the United Nations.

3.7 The Under-Secretary-General is responsible for maintaining close liaison with host-country authorities and Member States on all substantive aspects relating to financial, budgetary, personnel and common services support matters.

3.8 The Under-Secretary-General provides strategic guidance and management oversight concerning the implementation of the capital master plan project.

Section 4
Executive Director for the Capital Master Plan

4.1 The Executive Director for the Capital Master Plan reports to the Secretary-General through the Under-Secretary-General for Management.

4.2 The Executive Director is responsible for the management and implementation of the capital master plan project (see General Assembly resolution 57/292) and, to that end, relies on the Secretariat's services and facilities to carry out the functions and responsibilities related to that project.

Section 5
Secretariat of the Administrative and Budgetary (Fifth) Committee of the General Assembly and of the Committee for Programme and Coordination

5.1 The secretariat of the Fifth Committee of the General Assembly and of the Committee for Programme and Coordination is headed by a Secretary who is accountable to the Under-Secretary-General for Management.

5.2 The core functions of the secretariat of the Fifth Committee and the Committee for Programme and Coordination are:

(a) Providing substantive and technical services to the work of the Fifth Committee and the Committee for Programme and Coordination;

(b) Planning and organizing activities and services related to sessions of the Committees, and advising the chairpersons of the Committees, Member States, and offices and units of the Secretariat in all matters relating to the work of the Committees.

Section 6
Office of the Under-Secretary-General for Management

6.1 The Office of the Under-Secretary-General for Management is headed by a Director, who is accountable to the Under-Secretary-General and is responsible for providing support to the Under-Secretary-General on the executive direction and management of the Office and ensuring efficient coordination and monitoring of the delivery of the programmatic mandates of the Department. The Director also serves as the ex officio Secretary of the Executive Management Group.

6.2 The core functions of the Office of the Under-Secretary-General for Management are as follows:

(a) Advising on and promoting departmental policies and guidelines dealing with specific management issues and problems;

(b) Ensuring the issuance of periodic and ad hoc reports to Member States and addressing their interests and concerns relating to management and oversight matters in the Organization;

(c) Consulting, negotiating and coordinating with other departments and offices, and the funds and programmes of the United Nation system, on matters of mutual concern and providing concerted leadership to inter-agency forums, such as the High-level Committee on Management and other inter-agency bodies;

(d) Providing executive direction and management coordination to ensure the efficient functioning of the Office of the Under-Secretary-General for Management, including managing all offices and units within the Office of the Under-Secretary-General for Management;

(e) Establishing and maintaining administrative policies and procedures for the effective functioning of the internal justice system;

(f) Providing guidance and supervision to the Secretaries of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances and the Panel of Counsel regarding the operational aspects of their functioning.

Section 7
Principal Office

The Principal Office is headed by a Principal Officer, who is accountable to the Director of the Office of the Under-Secretary-General for Management. The Office is responsible for providing support to the Under-Secretary-General in the coordination of information and activities in the Department. The core functions of the Principal Office are:

(a) Assisting the Under-Secretary-General in the implementation of the Department's priorities and tasks, in particular those related to management reform objectives, through policy and strategy development;

(b) Monitoring and coordinating departmental activities in order to streamline the work products of the offices within the Department;

(c) Liaising with the host country, non-governmental organizations and other external entities on management-related issues;

(d) Conducting and monitoring special projects in the areas of productivity strategy, streamlining of processes, and dissemination of best practices in management.

Section 8
Office for Oversight and Internal Justice

8.1 The Office for Oversight and Internal Justice is headed by a Chief, who is accountable to the Director of the Office of the Under-Secretary-General for Management, and comprises the Administration of Justice Unit and the Oversight Unit.

Administration of Justice Unit

8.2 The Administration of Justice Unit is headed by a Senior Legal Adviser, who is accountable to the Chief of the Office for Oversight and Internal Justice. The core functions of the Administration of Justice Unit are:

(a) Establishing administrative policies, procedures and machinery for the efficient and effective functioning of the internal justice system, including taking swift action, as necessary and appropriate, to deal with staff grievances;

(b) Providing legal advice on the disposition of appeals, staff grievances, disciplinary matters, and the implementation of judgements of the United Nations Administrative Tribunal.

Oversight Unit

8.3 The Oversight Unit is headed by a Senior Management Analyst, who is accountable to the Chief of the Office for Oversight and Internal Justice. The core functions of the Oversight Unit are as follows:

(a) Liaising with and following up on the implementation of the recommendations of the United Nations Board of Auditors, the Office of Internal Oversight Services and the Joint Inspection Unit;

(b) Coordinating internal and ongoing responses and preparing the appropriate parliamentary documentation on the status of implementation of recommendations made by those oversight bodies and reporting on those recommendations to the relevant governing bodies;

(c) Supporting the accountability activities by reporting on the implementation of recommendations made by the oversight bodies and providing analysis of the decisions made by the internal justice bodies;

(d) Administering internal control and the administration of requests for exceptions to the standard of accommodation for air travel and reporting to advisory and legislative bodies in a timely manner.

Section 9
Secretariats of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances and the Panel of Counsel

9.1 The secretariats of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances and the Panel of Counsel are each headed by a Secretary or Coordinator, who are accountable to the Director of the Office of the Under-Secretary-General for Management with respect to the operational aspects of their functions. They are independent with respect to the substance of their work.

9.2 The functions of the secretariats are to provide analytical and technical services, including assistance in processing appeals, conducting investigations, providing legal advice and conducting legal and administrative research.

Section 10
Executive Office

10.1 The Executive Office is headed by an Executive Officer, who is accountable to the Director of the Office of the Under-Secretary-General for Management.

10.2 The core functions of the Executive Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

Section 11
Final provisions

11.1 The present bulletin shall enter into force on 15 April 2005.

11.2 The Secretary-General's bulletin of 21 November 2003, entitled "Organization of the Department of Management" (ST/SGB/2003/15) is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General